

Building Codes Administrator

Dept: Building Inspections

FLSA Status: Exempt

General Definition of Work

Performs difficult skilled technical and administrative work performing residential, commercial and industrial building, electrical, mechanical or plumbing inspections, reviewing plans, maintaining appropriate records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Manager. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Supervises field inspections and reinspections of residential, commercial, industrial and public facilities for compliance with building, plumbing, electrical or mechanical codes.
- Assists with the inspection of existing buildings for hazardous conditions, structural failures or improper uses.
- Confers with contractors and owners on code compliance matters.
- Reviews building plans and specifications for compliance with codes.
- Issues warnings and stop work orders if necessary where construction is not being conducted in compliance with regulations as to methods and/or materials; testifies in court on code violation cases.
- Prepares reports and maintains records regarding inspections.
- Receives complaints in regard to defective construction and handles enforcement problems.
- Answers questions from citizens, contractors and builders; checks plans to determine compliance with codes.
- Prepares annual department budget and presents to County Manager and Board of County Commissioners.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Comprehensive knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected; comprehensive knowledge of state building codes, laws and ordinances; comprehensive knowledge of standard office equipment, hardware and software; general skill operating standard motor vehicles; general skill using standard tools of the trade; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to apply algebra, geometry and statistical analysis when preparing reports and records; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to contact building owners, contractors and the public; ability to be firm and tact in enforcing building codes; ability to establish and maintain effective working relationships with associates.

Education and Experience

Bachelor's degree in engineering, or related field and one to three years experience working in construction management, engineering, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Standard Inspection Certificate from the North Carolina Code Officials Qualification Board in at least three (3) trades (building, mechanical, plumbing or electrical) within two (2) years of hire.
- Valid North Carolina driver's license within 60 days of employment.

Competencies

Leading with Integrity: Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

Negotiation Skills: Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

Managing Customer Focus: Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

Quality Management: Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

Team Leadership: Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

Change Management: Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

Managing People: Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

Visionary Leadership: Creates a clear, compelling vision; Communicates vision and gains commitment; Acts in accordance with vision; Displays passion and optimism; Mobilizes others to fulfill the vision

Financial Responsibility: Understands financial targets and budget goals; Incorporates financial analysis into strategic decisions; Implements operating budget flexibility to address changing priorities; Creates sound business cases to support expenditures; Promotes conservation of organizational resources

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date